

# FundsAtWork Umbrella Funds

## Retirement form (normal, early or late retirement or ill-health)

You can choose from which date you want to receive your retirement benefit regardless of the date on which you retire from your employer and from the FundsAtWork Umbrella Funds. Member number

Please fill in this form in the fields provided. Use the tab key to move from one field to the next.

Please attach the following documents:

- A copy of the member's ID / Passport (If you have an identity card, please submit a copy of the front and back of the card).
- If applicable, the proposal/s or annuity application form/s.
- If this is an ill-health retirement, proof of the employer's request to retire.
- A copy of the member's bank statement not older than three months (no ATM or internet statement will be accepted) or a cancelled cheque.

### Section 1: Employer and fund details

Name of fund

Name of employer

Type of retirement  Ill-health  Normal  Late  Early

Effective date of retirement  -  -  (The date on which you want to withdraw your retirement savings benefit from the Fund)

Last day of employment  -  -

I want to postpone my retirement benefit withdrawal  Yes  No

If you want to postpone the withdrawal of your retirement benefit, you do not need to complete the rest of this form. You only need to complete sections 2 & 10, and your employer needs to complete section 4, 5 and 9. When you are ready to take your retirement benefit you need to complete form MEB005.

### Section 2: Member details

Employee number

Title  Initial/s

First name

Surname

Date of birth  -  -

RSA ID  Yes  No  ID / Passport no

Passport country of origin

Telephone  Cellphone number

Residential address

Postal code

Postal address

Postal code

Email address

Tax Office  Tax number

Was any period of service rendered outside the RSA?  Yes  No

If Yes, please complete the following:

From	To	Company
<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text"/>
<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text"/>
<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="Y Y Y Y"/>	<input type="text"/>

### Section 3: Contribution details (employer to complete this section)

Month of last contribution   -   -

	Pension Fund	Provident Fund
Amount of last member contribution	R <input type="text"/>	R <input type="text"/>
Amount of last employer contribution	R <input type="text"/>	R <input type="text"/>
Amount of last monthly additional voluntary contribution (if any)	R <input type="text"/>	R <input type="text"/>

Comments (eg contributions proportioned/paid in advance):

### Section 4: Outstanding information

For any outstanding information needed by Momentum FundsAtWork please contact:

Title  First name

Surname

Telephone work  Fax number

Email address

### Section 5: Indebtedness to employer (to be completed by the employer)

In terms of Section 37D of the Pension Funds Act, a member's benefit may be reduced -

- if the member has caused damages to the employer as a result of fraud, theft, dishonesty or misconduct. The member must have admitted to the liability in writing or there must have been a compensatory court order that has been obtained ordering the member to repay the damages to the employer. The employer must inform the Fund in writing of a potential claim against an employee within 30 days after the employee's service was terminated. Please provide proof of the court order obtained or the written admission of liability by the member.
- if the employer granted a loan to the member for purposes of a housing loan as mentioned in Section 19(5)(a) of the Pension Funds Act. Please provide proof of such loan agreement.

Damages caused to the employer

Amount to be deducted in favour of the employer for damages R

Housing loan provided to the member by the employer

Amount to be deducted for the outstanding Housing loan amount R

**The recovery of personal indebtedness to the employer (such as personal loans, cell phone costs, etc) is not permitted**

### Section 6a: Retirement options (to be completed by the member)

**The options available to members at retirement differ depending on whether you belong to the pension or provident fund.**

If you belong to the pension fund, complete the below pension fund option.  
If you belong to the provident fund, complete the below provident fund option.  
If you belong to both, complete both the pension and provident fund options.  
Lump sum withdrawals are subject to income tax.

Retirement Options Pension Fund	
<input type="checkbox"/>	Transfer the whole benefit to the Momentum Corporate Pension Preservation Fund
<input type="checkbox"/>	Transfer the whole benefit to another Pension Preservation Fund
<input type="checkbox"/>	Transfer the whole benefit to the Momentum Retirement Annuity Fund
<input type="checkbox"/>	Transfer the whole benefit to another retirement annuity fund
<input type="checkbox"/>	Purchase an annuity with the whole benefit (complete section 6d)
<input type="checkbox"/>	Take up to one third of the benefit as a lump sum and purchase an annuity with the balance (complete section 6c and 6d)
<input type="checkbox"/>	Indicate the rand amount / percentage you want to take as a lump sum R <input type="text"/> or <input type="text"/> %
<input type="checkbox"/>	Take the whole retirement benefit as a lump sum (only for benefits less than R247 500) (complete section 6c)

Retirement Options Provident Fund	
<input type="checkbox"/>	Transfer the whole benefit to the Momentum Corporate Provident Preservation Fund
<input type="checkbox"/>	Transfer the whole benefit to another Provident Preservation Fund
<input type="checkbox"/>	Transfer the whole benefit to the Momentum Retirement Annuity Fund
<input type="checkbox"/>	Transfer the whole benefit to another retirement annuity fund
<input type="checkbox"/>	Purchase an annuity with the whole benefit (complete section 6d)
<input type="checkbox"/>	Take a portion of the benefit as a lump sum and purchase an annuity with the balance (complete section 6c and 6d)
<input type="checkbox"/>	Indicate the rand amount / percentage you want to take as a lump sum R <input type="text"/> or <input type="text"/> %
<input type="checkbox"/>	Take the whole retirement benefit as a lump sum (complete section 6c)



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## Section 8: Deductions (to be completed by the member)

The following amounts can be deducted from my retirement savings account at disinvestment.

- Home loans for which the Fund/s is / are the guarantor.
- Exceptions permitted in terms of section 37A of the Pension Funds Act are in respect of maintenance payments or divorce orders endorsed against the Fund, entitling the non-member spouse to a portion of the member benefit.

Maintenance order

 Yes  No 

If yes, please provide maintenance order.

Divorce order

 Yes  No 

If yes, please provide a copy of the divorce order and complete the divorce order form.

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## Section 9: Declaration by employer

I,  (full names)

Signed at

Designation

   -    -    

Signature on behalf of employer

Date

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## Section 10: Declaration by member

I,  (full names)

declare that:

- all particulars furnished in this form are true and correct;
- payment by electronic transfer shall constitute full and final settlement discharging Momentum FundsAtWork of its liability in terms of the Rules of the Fund;
- the benefit payment options available to me, as well as the tax implications thereof, have been explained to me in full; and
- after seeking the relevant financial advice, I confirm that the choices indicated here are my final instructions and I acknowledge that I am aware that the benefit paid will be subject to the Fund Rules and relevant legislation.

Signed at

   -    -    

Member's signature

Date

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Completed form together with supporting documents to be faxed to 012 675 3970 or emailed to [clientcontactcentre@momentum.co.za](mailto:clientcontactcentre@momentum.co.za).

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## Conditions for postponing the date on which a member wants to start receiving his retirement benefit

A member who has reached their normal retirement date and stops working may choose the date on which he wants to start receiving his retirement benefit.

The following will apply:

1. The member must have reached his normal retirement date;
  2. the member's retirement form must indicate his intention to postpone the date on which his retirement benefit should be paid to him;
  3. no further contributions, including voluntary contributions, will be payable;
  4. the Fund will continue to debit fund expenses, asset management fees and asset based fees against the member's retirement savings account, but no further administration fees will be payable;
  5. no change instructions requested by the advisory body or an investment adviser will apply to the member after his normal retirement date, unless the member clearly, in writing, requests this to apply;
  6. the member can still change to another investment portfolio;
  7. the member will not be entitled to any insurance benefits after his normal retirement date;
  8. the member must advise the Fund of the date on which he wants it to pay his retirement benefit, in the format as determined by the trustees, and his benefit will become payable on that day; and
  9. If the member dies before the retirement benefit becomes payable, his retirement benefit will be paid as a death benefit and the rules applying to the payment of a death benefit will apply.
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**When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.**

**Options to sign the form:**

1. Print out the form, sign and scan it and send it back via email to [clientcontactcentre@momentum.co.za](mailto:clientcontactcentre@momentum.co.za) or fax it to +27 (0)12 675 3970.
  2. Place your scanned signature in the signature block.
    - Store your scanned signature in a safe place on your computer.
    - Select the 'comments' tab from your menu in Adobe.
    - Select the 'add stamp' icon.
    - Select custom stamps.
    - Create custom stamps.
    - You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
    - You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
    - Place it in the document and save the document.
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When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right hand corner of your screen.